

D-7110
IRM-1.10

MEMORANDUM

To: Director, Program Analysis
Attention: D-5000 (Roluti, Osburn)
Regional Director, PN, MP, LC, UC, GP
Attention: PN-3242 (Bolin), PN-7505 (Vanderwal), PN-7524 (Holdaway),
PN-7529 (Kelley), MP-3100 (Sparks), LC-5121 (Cunningham), UC-355 (Winslow),
UC-556 (Richardson), UC-562 (Montano), GP-2400 (Dye), GP-3200 (Pfaff)
Director, Reclamation Service Center
Attention: D-7110 (Cascino, Juarez, Hoffman), D-7130 (Martinez, Austin,
Entrekin), D-7170 (Brammer), D-7700, D-7912 (Alderete), D-8200 (Montano),
D-8321 (Rohrer), D-8410 (Walp), D-8430 (Lonnecker), D-8440 (Gamuciello),
D-8450 (Matuszczak), D-8460 (Sewell)
Manager, Central Valley Operations Office, Sacramento CA
Attention: CVO-600 (Cabading)
Manager, Boulder Canyon Operations Office, Boulder City NV
Attention: BCOO-4422 (Langmaid)
Manager, Lower Colorado Dams Facilities Office, Boulder City NV
Attention: LCD-6300 (Eaker)

From: Kathy E. Gordon
Director, Management Services

Subject: Year 2000 Contingency Planning Guide

The attached guide is to be used in the development and updating of Year 2000 (Y2K) contingency plans for mission-critical applications, Embedded Micro-Chip (EMC) devices, telecommunications components, and related systems. Review of contingency plans received reveal considerable disparity of purpose or content.

The purposes of the guide are to assure all essential questions are answered for the contingencies, and to set a format which can easily be followed assuring operation of each mission-critical component and system. Per OMB direction, a contingency plan for mission-critical systems must be developed to cover operation of the system/device if the system/device is not Y2K compliant by to March 1, 1999, and/or if the device is compliant to assure back-up procedures are in place if

the device/system should fail due to another non-compliant device/system and/or due to a non Y2K related event. All mission-critical devices/systems must have a contingency plan in place, regardless of Y2K compliancy.

After each contingency plan is developed, a copy of the plan should be kept at the site of the device/system, the regional office Y2K coordinator (where applicable), and the Bureau Y2K coordinator's office at D-7110. For those systems/devices whose compliancy status changes, the contingency plan must be updated and copied accordingly.

Please send copies of all contingency plans to Jennifer Braden, D-7110. Ideally, we prefer to have the contingency plan attached to the Y2K compliancy certification where possible. Questions may be directed to Kent Rosenlof at (303) 445-3323/3316 or e-mail to "krosenlof."

Attachments

bc: Commissioner, Attention: W-1100, W-6000
Regional Director, PN, MP, LC, UC, GP
Attention: PN-7510 (Stevens), MP-3100 (Anderson), LC-5100 (Gettler), UC-540
(Mitchell), GP-3200 (Soucy)

D-5010, D-5400, D-7000, D-7110, D-7130, D-7160, D-7700, D-8000